

Facts Sheet for the August 2003 Release of the Integrated Travel Manager v8.1 Software

NEW SOFTWARE FEATURES

Enhanced Login Security

The ITM v8.1 software has added enhanced login security by implementing password expiration and failed login attempt functionality. The implementation of the enhanced login security is supportive of NOAA's Information Technology (IT) Security Policy as well as the security policy of other CAMS applications.

- **Password Expiration:** System preferences have been established within the ITM v8.1 software to expire login passwords every 60 days. Users will be prompted to establish a new password upon expiration of their existing password. Password expiration applies only to login passwords. Signature PINs are not affected by the password expiration functionality.
 - ✎ On an initial login to the ITM v8.1 software, existing users will enter their current ITM v7.1c password. At that point their ITM v7.1c password will expire and system prompts will require the user to establish a new password. Password criteria in the ITM v8.1 software has not been altered. Passwords remain case sensitive and must be at least eight characters long and include at least one numeric value.
- **Failed Login Attempts:** System preferences have been established within the ITM v8.1 software to lock login passwords after three (3) unsuccessful login attempts. Users will be required to contact their servicing Finance Office to have login passwords unlocked.
 - ✎ If a user has locked their User ID login password and cannot remember their User ID login password, when contacting their servicing Finance Office they will need to request to have their User ID login unlocked and User ID login password reset.

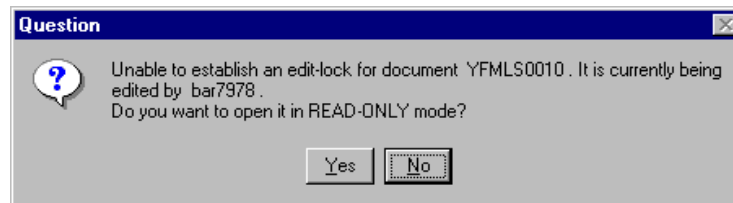
Cosmetic Variances

Subtle appearance changes have been incorporated within the ITM v8.1 software. Users may notice the following changes to certain ITM v8.1 windows:

- abbreviated document type names (i.e., Auth, Vouch, LVouch in place of Authorization, Voucher, Local Voucher)
- altered field names (i.e., TA Num in place of Authorization Number, Acct in place of Accounting)
- the placement of Alt function key identifiers. For example in some cases the identifier is underlined File>New. In other cases the identifier is located to the right of the function File>New>Amendment M.

Open Document Window

- **Edit Lock:** When the system crashes or when exiting the system abnormally, any saved documents in progress will become edit-locked. Edit-locks place a document in a read-only status. Edit-locked documents can be viewed; however, no changes can be made to the document and the document cannot be electronically stamped or routed. Edit locked documents are identified within the Open Document window by an asterisk located in the far right column of the document list. When attempting to open a document in Edit Lock, the system will display the following message:

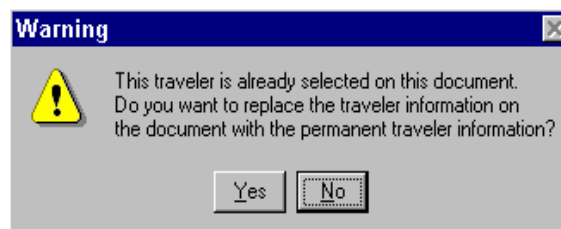


Responding Yes at this prompt will allow you to open the document; however, the document will be in a read-only status. Edit locks can be removed by a Finance Office user or by the user who imposed the edit-lock.

Deleting Document History

The delete document history functionality is generally invoked when deleting status stamps and signatures applied to a document, copying documents to a new social security number (SSN), and/or retrieving updated traveler information onto a document. To delete document history within the ITM v8.1 software you must reselect the traveler from within the Select Traveler window by double clicking in the SSN field or by placing the cursor in the SSN field and pressing F10 from within an open document.

- ✎ If the new traveler selected from within the Select Traveler window is the same as the traveler already residing on the travel document, the user will be prompted with the following message when exiting the Select Traveler window:



Responding Yes at this prompt will replace the traveler information on the travel document with the information stored on the traveler's permanent traveler information record.

If the new traveler selected from within the Select Traveler window is different than the traveler already residing on the travel document, the user will not be prompted with a message, however the document history will be deleted.

- ✎ In this instance, the deleting of document history will be transparent to the user.


Itinerary Window

- ***Begin Travel and/or End Travel Dates:*** When updating Begin Travel and/or End Travel trip dates, if expenses exist on the travel document that fall outside the range of the new Begin Travel and End Travel trip dates, users will be prompted with a message when leaving the itinerary window stating that the expense dates have been updated. This functionality exists on travel authorizations and travel vouchers.

Expense Window

- ***Copying Expenses:*** A Copy Through Date field has been added to the Add/Update expense window allowing users to copy an expense through a specified date. This functionality exists on authorizations, vouchers, and local vouchers.

Note: The copy through date functionality copies an expense exactly as it appears in the expense window it's being applied from. When copying expenses which may involve rate changes, i.e., POC expenses, the system will not adjust the rate.

- ***Comments:*** A Comments field has been added to the Add/Update expense window. This field allows users to enter additional comments applicable to an individual expense.
 Comments entered in the Comments field of the Add/Update expense window are visible on-line only. These comments do not appear on the printed ITM default or SF1164 forms.

Lodging and M&IE window

- ***Enabled Conference Allowance:*** Conference Allowance has been enabled within the Update Lodging and M&IE window. This functionality provides users the ability to indicate an allowed percentage (*currently up to 125% of the locality per diem rate*) at which the traveler may be reimbursed for lodging when attending government-sponsored conferences.
- ***Voucher from Authorization:*** When creating a voucher from authorization amounts appearing in the travel authorization's Lodging Costs and Lodging Allowed fields are not carried over to the voucher unless actual lodging has been indicated on the travel authorization.

Printing

ITM v8.1 now utilizes the Adobe Acrobat Reader software when initiating a print and print preview commands. The Adobe Acrobat Reader software has been installed on the Citrix server and therefore does not require individual users to have the Adobe Acrobat Reader software installed on their desktops.

FIXES

The following system issues that existed in the ITM v7.1c software have been corrected with the implementation of the ITM v8.1 software:

Itinerary Window

- ***Updating/Adding Per Diem Locations:*** Users may now add/update per diem locations within the Itinerary window of a saved travel document without first having to delete all current existing per diem locations.

In the previous release of the ITM v7.1c software, when adding/updating per diem locations to a saved travel document, users were required to delete all per diem locations from the itinerary and then rebuild the itinerary in order for per diem rates to recalculate accordingly. If these steps were not performed, a system error message would display stating that no per diem rate information was available for the leg of the trip that had been modified and the per diem rate reflected within the Lodging & M&IE window would be 0/0.

E-mail Addresses (Routing Users Only)

The e-mail feature has been updated allowing:

- e-mail notifications to be sent to recipients with an e-mail address of up to 60 characters. Previously, e-mail messages would not be sent if the e-mail address consisted of 30 or more characters.
- approving officials names whose e-mail address consists of up to 60 characters to be displayed in the e-mail notification system prompts. Previously, the e-mail address would appear blank in the e-mail notification system prompts if the e-mail address consisted of 30 or more characters.